

IPS CAREER & TECHNOLOGY CENTER

Enrollment Application **2014-2015**

725 N. Oriental Street ° Indianapolis IN 46202 ° Phone: (317) 693-5430 ° FAX: (317) 693-5429

Website: www.726.ips.k12.in.us



STUDENT INFORMATION

Last Name		First	M.I.	Date
Street Address			Student ID#	
City		State	ZIP	
Phone		E-mail Address		
Current Grade	Current School	Circle one: TECH Full Day or CTC only		
Please check box if you do not want your student photographed for recognition purposes. <input type="checkbox"/>				
Name of Parent/Guardian				
Signature of Parent/Guardian:				

Place 1 (one) beside your first choice. Place 2 (two) beside your second choice (only if the second choice is of equal interest). Sign and return the application to the Career & Technology Center or to your counselor. **This is an application and not a guarantee of placement in the program of your choice.** Completed information is necessary in order to process the application in a timely manner.

PROGRAM SELECTION

<i>Architecture and Construction</i>	<i>Transportation</i>
___VA Architectural Drafting & Design	___VO Diesel Service Technology
___VH Construction Technology: Heating, Ventilation, and Air Conditioning (HVAC)	___VR Automotive Collision Repair Technology
<i>Health and Public Safety</i>	___VU Automotive Service Technology
___VM Health Science I (Required for VP, VN, VS & VB)	<i>Technology and Design</i>
___VP Emergency Medical Services (Must enroll as Senior)	___VV Computer Network Technology
___VN Certified Nursing Assistant (CNA) (Must enroll as Senior)	___VG Graphic Imaging Technology
___VS Fire & Rescue (Must enroll as Junior)	___VX Visual Communications
___VB Dental Careers	___VT Fashion & Textiles
<i>Hospitality and Human Services</i>	<i>Manufacturing</i>
___VK Cosmetology (Must enroll as Junior)	___VE Advanced Manufacturing
___VJ Cosmetology: Nail Technology (Must enroll as Senior)	___VW Welding Technology
___VF Culinary Arts and Hospitality	

For Career & Technology Center Office Use Only

Date Received: _____ Time: _____ Credits: _____ GPA: _____ Attendance Rate: _____
 Alg ECA: _____ ELA ECA: _____ Approval: Yes _____ No _____ Probation _____
 Signature of Director/Designee: _____ Date: _____



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PROGRAM DESCRIPTION GUIDE

2014 - 2015

What is different about Career and Technology Center classes?

Career and Technology Center classes relate academic subjects to the “real world of work”. Learn in a classroom specifically designed to resemble the related work atmosphere. The Career Center uses state-of-the-art technology and equipment to give students the “hands on” experiences found at post-secondary colleges, trade and technical institutions.

Advanced Manufacturing

The Advanced Manufacturing program is a highly specialized course based on the techniques and interrelationships found in high performance manufacturing and production. Instruction will focus on the critical actions, knowledge, systems, and processes necessary to participate in an advanced manufacturing enterprise. Activities include a focus on advanced manufacturing processes and production; quality and continuous improvement practices; maintenance awareness; logistics; and safety.

Program Time:	Two year program (Junior and Senior)
Class Time:	Three hours per day
Extra Costs:	Certification test fee
Dual Credit option for College:	Ivy Tech
Certification Available:	Manufacturing Skill Standards Council-Manufacturers & Logistics Certificate

<u>Freshman:</u>	<u>Sophomore:</u>	<u>Junior:</u>	<u>Senior:</u>
College and Careers Exploration (1 period)	Intro to Advanced Manufacturing (1 period)	Advanced Manufacturing I (2 periods)	Advanced Manufacturing II (3 periods)

Architectural Drafting & Design

Drafting and Computer Aided Design is a two or three year program where students will receive an overview of civil engineering and architecture while using state-of-the art software to solve real world problems. The program covers project and site planning, project documentation and animated presentation. Students will apply and adapt design processes found in architectural drafting scenarios. Students will integrate architectural concepts to produce industry standard drawings.

Program Time:	Two year program (Junior and Senior) – Intro class for Sophomores
Class Time:	Two hours per day
Dual Credit option for College:	Ivy Tech

<u>Freshman:</u>	<u>Sophomore:</u>	<u>Junior:</u>	<u>Senior:</u>
College and Careers Exploration (1 period)	Intro to Architectural Drafting (1 period)	Architectural Drafting and Design I (2 periods)	Architectural Drafting and Design II (2 periods)

Automotive Collision Repair Technology

Automotive Collision Repair Technology is a two year program that covers all phases of repair on damaged vehicle bodies. This program includes metal straightening by hammering and or smoothing of areas by filing, grinding, or sanding; concealment of imperfections and painting; and replacement of body components including trim.

Program Time: Two year program (Junior and Senior)
Class Time: Three hours per day
Extra Costs: None
Certification Available: • NA3SA (NATEF) Certification

<u>Freshman:</u> College and Careers Exploration (1 period)	<u>Sophomore:</u> Intro to Collision Repair (1 period)	<u>Junior:</u> Collision Repair I (2 periods)	<u>Senior:</u> Collision Repair II (3 periods)
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Automotive Service Technology

Automotive Service Technology is a two or three year program that will provide skills in the repair and maintenance of automobiles. Specialized experience will be provided in the areas of wheel and brake alignment, computer systems analysis, automotive tune-ups, and automotive electrical systems. This program also provides preparation for the Automotive Service Excellence (ASE) Certification.

Program Time: Two year program (Junior and Senior) - Intro class for Sophomores
Class Time: Two (Junior) and Three (Senior) hours per day
Extra Costs: Certification testing fee
Certification Available: • NA3SA (NATEF) Certification

<u>Freshman:</u> College and Careers Exploration (1 period)	<u>Sophomore:</u> Intro to Automotive Service (1 period)	<u>Junior:</u> Automotive Service I (2 periods)	<u>Senior:</u> Automotive Service II (3 periods)
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Computer Network Technology

Computer Networking is a two year program that provides students with hands-on experiences in troubleshooting and repair of computer hardware and software. Students will learn basic systems technology concepts and management. Additionally, they will explore personal computer components and will solve common problems by identification and correction. Students will prepare to pass the Comp TIA A+ certification exam.

Program Time: Two year program (Junior and Senior) - Intro class for Sophomores
Class Time: Two (Junior) and Three (Senior) hours per day
Extra Costs: Certification testing fee
Certification Available: • A+ Certification
• CISCO Certification

<u>Freshman:</u> College and Careers Exploration (1 period)	<u>Sophomore:</u> Intro to Computer Networking (1 period)	<u>Junior:</u> Networking Fundamentals (2 periods)	<u>Senior:</u> Internet Infrastructure (3 periods)
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Construction Technology: HVAC (Heating, Ventilation, and Air Conditioning)

Heating, Ventilation and Air Conditioning (HVAC) program is a two year program where students gain classroom and laboratory experiences with heat generation, ventilation, air conditioning and cooling/refrigeration systems. This program is designed to provide information necessary to gain entry level positions in the industry. This is a national certification that will enable students to bypass cored subjects in this field when pursuing a journeyman's certification.

Program Time:	Two year program (Junior and Senior) - Intro class for Sophomores
Class Time:	Two (Junior) and Three (Senior) hours per day
Extra Costs:	Certification testing fee
Certification Available:	<ul style="list-style-type: none">• Heating Electrical, Air-Conditioning Technology EPA Certification (H.E.A.T.)• OSHA Safety Certification• HVAC Excellence Certification

<u>Freshman:</u> College and Careers Exploration (1 period)	<u>Sophomore:</u> Intro to HVAC (1 period)	<u>Junior:</u> HVAC I (2 periods)	<u>Senior:</u> HVAC II (3 periods)
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Certified Nursing Assistant (CNA)

The Certified Nursing Assistant(CNA) Program is a one year program open to **Seniors only** that will provide an exploration of various careers in the healthcare industry and prepare students for entry level certification as a nursing assistant in health care facilities. The CNA program is designed to meet the needs of persons who wish to work in long-term care settings. **Must be 18 years by end of Senior year to take certification test.**

Program Time:	One year program— Must enroll as a Senior
Class Time:	Three hours per day
Extra Costs:	Certification Test--\$75.00 and Uniform required
Certification Available:	<ul style="list-style-type: none">• Indiana State Department of Health• Certified Nurse's Aide• Certified Home Health Aide

<u>Freshman:</u> College and Careers Exploration (1 period)	<u>Sophomore:</u> No required class, Biology recommended	<u>Junior:</u> Health Science I (1 period)	<u>Senior:</u> CNA (3 periods)
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Cosmetology

Cosmetology is a two year program that offers an introduction to the field of cosmetology with emphasis on basic practical skills and theories including roller control, quick styling, shampooing, hair coloring, permanent waving, facials, manicuring, business and personal ethics, and bacteriology and sanitation. The State of Indiana requires a total of 1500 clock hours of instruction and the passing of a theory and practical exam. Students will be prepared to take the required Indiana State Licensing Examination.

Students must be 18 years of age by end of Senior year to take the State Boards

Program Time:	Two year program- Must enroll as a Junior
Class Time:	Four hours per day
Extra Costs:	Black smocks and solid black shoes required
Certification Available:	<ul style="list-style-type: none">• Indiana Beauty Culture License
Dual Credit option for College:	Vincennes University

<u>Freshman:</u> College and Careers Exploration (1 period)	<u>Sophomore:</u> Health Science I (1 period)	<u>Junior:</u> Cosmetology I (4 periods)	<u>Senior:</u> Cosmetology II (4 periods)
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Cosmetology: Nail Technician

The Nail Technician program is a one year program available for Seniors. This program covers the following: manicures, pedicures, acrylics, fiber wraps, and gel nails as well as air and free hand nail art. Students will receive instruction on the latest nail technology and prepare for the State of Indiana certification exam. After successful program completion with 450 hours students can obtain licensing to work in a salon or spa.

Program Time:	One year program— Must enroll as a Senior
Class Time:	Four hours per day
Extra Costs:	Uniform required-Black scrubs and solid black shoes
Certification Available:	Indiana Beauty Culture License

<u>Freshman:</u> College and Careers Exploration (1 period)	<u>Sophomore:</u> No required class, biology recommended	<u>Junior:</u> Health Science I (1 period)	<u>Senior:</u> Nail Technician (4 periods)
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Culinary Arts Careers

The Culinary Arts program is a two year program where students learn current trends in the food industry, classical food preparation methods, restaurant management, culinary math skills, customer service, and hospitality basics through the National Restaurant Association ProStart Curriculum. Students will work in the Colonel's Cupboard restaurant which is open to the public and located on the campus of Arsenal Technical High School.

Program Time:	Three year program (Sophomore, Junior, Senior)
Class Time:	Two hours per day
Extra Costs:	<ul style="list-style-type: none">• \$45.00 Kitchen tool kit—Black safety shoes• \$100.00 Certification testing fee
Certification Available:	<ul style="list-style-type: none">• Pro Start National Certificate of Achievement• ServSafe Food Safety Certification
Dual Credit option for College:	Ivy Tech

<u>Freshman:</u> College and Careers Exploration (1 period)	<u>Sophomore:</u> Intro to Culinary Arts (1 period)	<u>Junior:</u> Culinary Arts I (2 periods)	<u>Senior:</u> Culinary Arts II (3 periods)
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Diesel Service Technology

Diesel Service Technology is a two or three year program where students will explore and perform truck repairs from basic maintenance to high tech electronic diagnosis and repair. This program introduces students to engine operating principles and theories as well as diesel fuel systems and hands-on training related to modern diesel engines. The program covers inspection, troubleshooting, overhaul and engine replacement procedures. Also included are classroom and laboratory experiences concerned with all phases of repair work on diesel engines used to power buses, ships, trucks, railroad trains, electrical generators, construction machinery, and similar equipment. Additionally, instruction and practice is provided in the diagnostics and repair of engines.

Program Time: Two year program (Junior and Senior)
Class Time: Three hours per day
Extra Costs: Certification testing fee
Available toward certification: • One year's experience toward Automotive Service Excellence (ASE) Certification
Dual Credit option for College: Ivy Tech

<u>Freshman:</u> College and Careers Exploration (1 period)	<u>Sophomore:</u> No required class	<u>Junior:</u> Diesel I (3 periods)	<u>Senior:</u> Diesel II (3 periods)
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Dental Careers:

The Dental Careers Program is an exciting and rigorous course in a professional, career-oriented atmosphere. Students are instructed in dental anatomy, terminology, instruments, and materials with a "hands on" approach to dental procedures in the simulated dental office.

Program Time: Two year program (Junior and Senior)
Health Science Intro class for Sophomores
Class Time: Two (Junior) and Three (Senior) hours per day
Extra Costs: None
Dual Credit option for College: Ivy Tech

<u>Freshman:</u> College and Careers Exploration (1 period)	<u>Sophomore:</u> Health Science I (1 period)	<u>Junior:</u> Dental Careers I (2 periods)	<u>Senior:</u> Dental Careers II (3 periods)
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Fashion & Textile Careers

Fashion Design & Textile is a two year program where students explore areas of interest which include clothing design, the fashion industry, fashion merchandising and retailing, and entrepreneurship related to textile-related occupations. Students will develop their clothing construction skills using industrial sewing machines and a computerized embroidery sewing machine.

Program Time: Two year program (Junior and Senior) - Intro class for Sophomores
Class Time: Two (Junior) and Three (Senior) hours per day
Extra Costs: None
Certifications Available: Fashion, Textiles, & Apparel Pre-PAC Certification

<u>Freshman:</u> College and Careers Exploration (1 period)	<u>Sophomore:</u> Intro to Fashion (1 period)	<u>Junior</u> Fashion and Textiles I (2 periods)	<u>Senior:</u> Fashion and Textiles II (3 periods)
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Fire & Rescue

(Partnership with Indianapolis Fire Department)

Fire Science I & II is a one year program for. In this program, students will gain the skills necessary to join a fire department. Protecting lives and property is the core of the fire rescue curriculum. Students will learn about ladders, hoses, fire streams, fire extinguishers, auto extractions, ventilation, forcible entry, power tools and much more. Students will be able to earn several certifications on completion of this program. **Must be 18 years of age by end of Senior year to take certification test.**

Program Time: Two year program – **Must enroll as a Junior**
Class Time: Three hours per day
Extra Costs: Books and Certification test fees
Certifications Available: Certified Firefighter I & II
Dual Credit option for College: Ivy Tech

<u>Freshman:</u> College and Careers Exploration (1 period)	<u>Sophomore:</u> Health Science I (1 period)	<u>Junior:</u> Fire Safety I (3 periods)	<u>Senior:</u> Fire Safety II (3 periods)
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Graphic Imaging Technology

Graphic Imaging Technology is a two year program that includes lab activities in layout and design techniques, digital image preparation and output using digital cameras. Printing and graphic imaging is a process for creating images on websites, candy wrappers, T-shirts, textbooks and publications.

Program Time: Two year program (Junior and Senior) - Intro class for Sophomores
Class Time: Two (Junior) and Three (Senior) hours per day
Extra Costs: None
Certification Available: Skills USA: PrintED Certification

<u>Freshman:</u> College and Careers Exploration (1 period)	<u>Sophomore:</u> Intro to Graphic Imaging (1 period)	<u>Junior:</u> Graphic Imaging I (2 periods)	<u>Senior</u> Graphic Imaging II (3 periods)
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Visual Communications

Visual Communications is a two year program where students will be instructed in basic principles of advertising and design. This program explores the application of the tools, materials, and techniques used to design, produce, use, and assess systems of communication. Students will produce graphic and electronic media as they apply communication technologies. This program will also explore the various technical processes used to link ideas and people through the use of electronic and graphic media.

Program Time: Two year program (Junior and Senior) Intro class for Sophomores
Class Time: Two (Junior) and Three (Senior) hours per day
Extra Costs: None
Certification Available: Skills USA: Advertising Design Certification
Dual Credit option for College: Ivy Tech

<u>Freshman:</u>	<u>Sophomore:</u>	<u>Junior:</u>	<u>Senior:</u>
College and Careers Exploration (1 period)	Intro to Visual Com. (1 period)	Visual Communications I (2 periods)	Visual Communications II (3 periods)

Welding Technology

Welding Technology is a two year program with instruction and activities in all types of metal welding, brazing and flame cutting. Instruction emphasizes properties of metal, blueprint reading, electrical principles, welding symbols, and mechanical drawing in gas and arc welding. This program includes classroom and laboratory experiences that develop a variety of skills in oxy-fuel cutting and Shielded Metal Arc welding. The Welding Technology Program is designed for individuals who intend to make a career as a Welder, Maintenance Technician, Designer, Researcher or Engineer. Emphasis is placed on safety at all times. OSHA standards and guidelines endorsed by the American Welding Society (AWS) are followed.

Program Time: Two year program (Junior and Senior) Intro class for Sophomores
Class Time: Two (Junior) and Three (Senior) hours per day
Extra Costs: Certification testing fees, Gloves
Certification Available:

- Shielded Metal Arc Welding
- Gas Metal Arc (MIG) Welding

Dual Credit option for College: Ivy Tech

<u>Freshman:</u>	<u>Sophomore:</u>	<u>Junior:</u>	<u>Senior:</u>
College and Careers Exploration (1 period)	Intro to Welding (1 period)	Welding I (2 periods)	Welding II (3 periods)